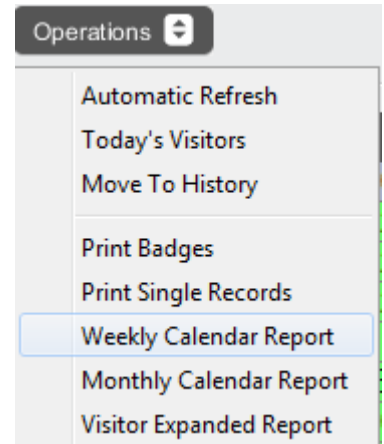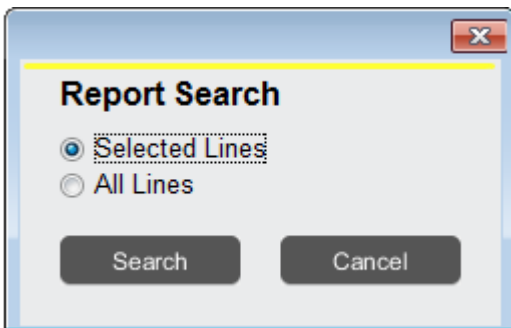**AWAREMANAGER**

Weekly Calendar Report

The Weekly Calendar Report in AwareManager JXT is designed to display the scheduled visitors in a weekly calendar format. This report is based on the records and columns shown in your list. The report displays the information about each schedule record, as shown in the list, in order of Expected Date. Each week is displayed on a new page.

Access this report from the Operations menu on the Schedule List and select Weekly Calendar Report.

Operations

- Automatic Refresh
- Today's Visitors
- Move To History

- Print Badges
- Print Single Records
- Weekly Calendar Report
- Monthly Calendar Report
- Visitor Expanded Report

Search window:

Report Search

- ◉ Selected Lines
- ○ All Lines

[Search]   [Cancel]

You may choose to print the report based on either selected lines or all lines in the list.

Example of the Weekly Calendar Report:

AwareManager | jxt

Weekly Calendar Report
DIG Property Group
50 Congress Street
Boston, MA 02109

Visitor Type	Full Name	Host	Call On Check In	Visitor Status	Instructions	Destination
Tuesday (March 9, 2010)						
VISITOR	Joe Shmo	DIVIDEMO.F	0	ON-SITE	Whatever you want here	100-N BEAC-0240
VISITOR	Jane Shmo	DIVIDEMO.F	0	ON-SITE	Whatever you want here	100-N BEAC-0240
VISITOR	Rufus Quincy		0	EXPECTED	Coming all month	
VISITOR	Priscilla Godzilla		0	EXPECTED	Coming all month	
Wednesday (March 10, 2010)						
VISITOR	Paul Pierce	DIVIDEMO.F	0	ON-SITE	These guys are tall	100-S BEAC-1700
VISITOR	Coach Doc	DIVIDEMO.F	0	ON-SITE	These guys are tall	100-S BEAC-1700
Friday (March 12, 2010)						
MESSENGER	Speedy Delivery		0	EXPECTED	bringing a big box	